

# USER'S GUIDE



Arkansas Department of Education
Four Capitol Mall, Little Rock, AR 72201
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# 1 Website Purpose

My School Info allows the public to search and compare public schools and districts from across the State of Arkansas.

The data presented on the website is periodically updated and reflective of information submitted by schools and districts to the Arkansas Department of Education.

The site was designed for users on traditional desktops and laptops as well as users on mobile devices such as tablets or smartphones. A modern web browser such as Internet Explorer 10, Firefox, or Google Chrome is recommended. Selected data and reports can be exported to PDF, which will require a compatible PDF reader application to view. Additionally, some data can be exported to the XLSX spreadsheet file format which requires a compatible Microsoft Excel file viewer.



# 2 NAVIGATION

The main navigation bar is found at the top of every page in the My School Info website.



Whenever visiting the website, you begin at the "Search" page. From this page, you can search for schools and districts, or link directly to Arkansas state information and reports for the entire state of Arkansas.

The Compare button displays a list of all schools and districts which you have saved from your search results. The number of schools and districts that have been selected is displayed on the button.

The Analyzer button loads a tool which allows you to choose one or more data elements to view on a graph.

The FAQ button displays a list of all data elements available, grouped by category.

The Login button allows educators to sign in to the website. Depending on the educator's role (Superintendent, Instructor, etc.) some values which would normally be redacted for student privacy can be viewed while signed in.



# 3 SEARCH

# 3.1 SCHOOL SEARCH

To access the school search, click "Search" on the top navigation bar. The school tab will be selected by default. Choose the type of search you wish to perform, enter your query, select any advanced filters, and then click the magnifying glass icon to search.



### 3.1.1 School Search Types

When searching for schools, you can search by Name, City, School District, Zip Code, County, Co-Op, Arkansas Legislative District, or Congressional District. Click the button for your desired search type.



### 3.1.1.1 By Name

Enter some or all of the name of the school or enter some or all of the school's LEA number.

#### 3.1.1.2 By City

Enter some or all of the name of the city the school is located in.

### 3.1.1.3 By District

Enter some or all of the name of the school district the school is part of.

### 3.1.1.4 By Zip Code

Enter a 5 digit zip code to display schools within 25 miles of the entered zip code.

### 3.1.1.5 By County

Choose a county from the list to display all schools within that county.

### 3.1.1.6 By Co-Op

Choose a Co-Op from the list to display all schools served by the selected Co-Op.



### 3.1.1.7 By Arkansas Legislative District

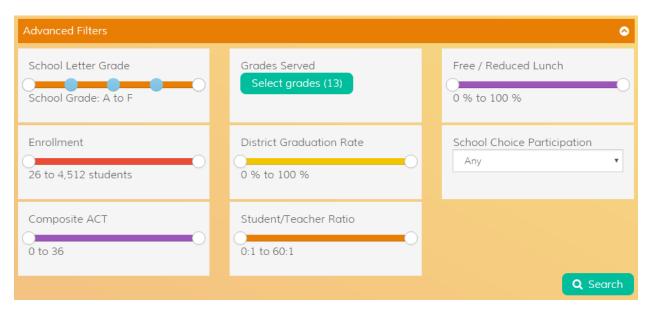
Choose an Arkansas Senate or Arkansas House District to display all schools that are represented by the selected legislative district.

### 3.1.1.8 By Congressional District

Choose a Congressional District to display all schools that are represented by the selected federal congressional district.

#### 3.1.2 Advanced Filters

Click the arrow on the "Advanced Filters" bar to expand the Advanced Filters panel. For school searches, there are eight additional filters which can be used to limit your school results: School Letter Grade, Grades Served, Free/Reduced Lunch, Enrollment, District Graduation Rate, School Choice Participation, Composite ACT, and Student/Teacher Ratio.



### 3.1.2.1 School Letter Grade

Use the slider to select a range for the School Letter Grade assigned by the Arkansas Department of Education. To select a single letter, drag both slider handles to the same letter.

### 3.1.2.2 Grades Served

Click "Select grades" and deselect any grades to remove schools from the search results which offer the grades which were deselected.

### 3.1.2.3 Free / Reduced Lunch

Use the slider to select a range of percentages which represent the number of students in the school who participate in the free/reduced lunch program.



#### 3.1.2.4 Enrollment

Use the slider to select a range that represents the number of students enrolled at a school.

#### 3.1.2.5 District Graduation Rate

Use the slider to select a range of percentages which represent the student graduation rate for the school's district.

### 3.1.2.6 School Choice Participation

Use the drop down box to choose if the search results should include any school regardless of school choice participation, just schools which participate in school choice, or just schools which do not participate in school choice.

### 3.1.2.7 Composite ACT

Use the slider to select a range of Composite ACT scores which represent the average composite ACT score for the school.

#### 3.1.2.8 Student / Teacher Ratio

Use the slider to select a range of Student/Teacher ratios which represent the desired student/teacher ratio for the school.

# 3.2 DISTRICT SEARCH

To access the district search, click "Search" on the top navigation bar. The school tab will be selected by default. Click the "Districts" tab to switch to the district search. Choose the type of search you wish to perform, enter your query, select any advanced filters, and then click the magnifying glass icon to search.



### 3.2.1 District Search Types

When searching for districts, you can search by Name, City, Zip Code, County, Co-Op, Arkansas Legislative District, or Congressional District. Click the button for your desired search type.





### 3.2.1.1 By Name

Enter some or all of the name of the school district, or enter some or all of the school district's LEA number.

### 3.2.1.2 By City

Enter some or all of the name of the city the school district is located in.

### 3.2.1.3 By Zip Code

Enter a 5 digit zip code to display school districts within 25 miles of the entered zip code.

### 3.2.1.4 By County

Choose a county from the list to display all school districts within that county.

### 3.2.1.5 By Co-Op

Choose a Co-Op from the list to display all school districts served by the selected Co-Op.

### 3.2.1.6 By Arkansas Legislative District

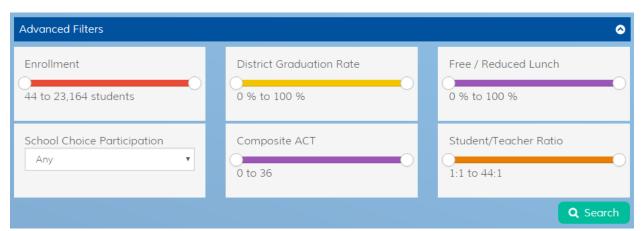
Choose an Arkansas Senate or Arkansas House District to display all school districts that are represented by the selected legislative district.

### 3.2.1.7 By Congressional District

Choose a Congressional District to display all schools that are represented by the selected federal congressional district.

#### 3.2.2 Advanced Filters

Click the arrow on the "Advanced Filters" bar to expand the Advanced Filters panel. For district searches, there are six additional filters which can be used to limit your district results: Enrollment, District Graduation Rate, Free/Reduced Lunch, School Choice Participation, Composite ACT, and Student/Teacher Ratio.





#### 3.2.2.1 Enrollment

Use the slider to select a range that represents the number of students enrolled at all schools in the district.

#### 3.2.2.2 District Graduation Rate

Use the slider to select a range of percentages which represent the student graduation rate for the district.

## 3.2.2.3 Free / Reduced Lunch

Use the slider to select a range of percentages which represent the number of students in the school district who participate in the free/reduced lunch program.

### 3.2.2.4 School Choice Participation

Use the drop down box to choose if the search results should include any district regardless of school choice participation, districts which participate in school choice, or districts which do not participate in school choice.

### 3.2.2.5 Composite ACT

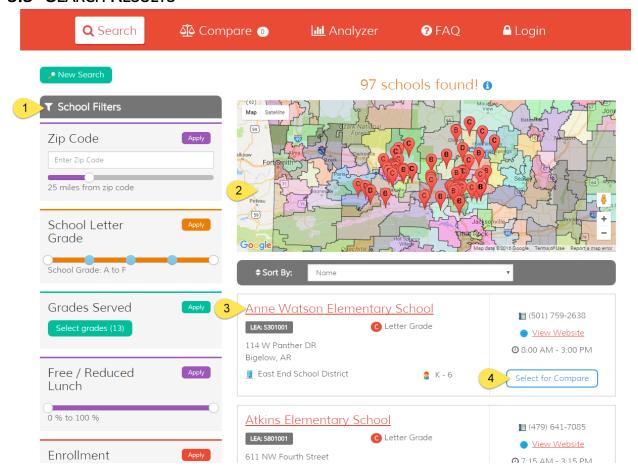
Use the slider to select a range of Composite ACT scores which represent the average composite ACT score for the school district.

### 3.2.2.6 Student / Teacher Ratio

Use the slider to select a range of Student/Teacher ratios which represent the desired student/teacher ratio for the school district.



# 3.3 SEARCH RESULTS



### 3.3.1 Additional Search Criteria (1)

Along the left-hand side of the screen when viewing the search results there are additional filters to further narrow the results. After adjusting one or more of the filters, click the "Apply" button to view the filtered results.

#### 3.3.2 Map (2)

The schools or districts found will be displayed on a map at the top of the search results. Schools will include the school letter grade on the pin. The shaded areas represent each school district's boundary. Click on a pin to view more details about the school or district. Click on a shaded area to view the name of the school district.

#### 3.3.3 Click to view school or district (3)

Click on the name of a school or district in the search results list to view more details about the school or district.



# 3.3.4 Select for Compare (4)

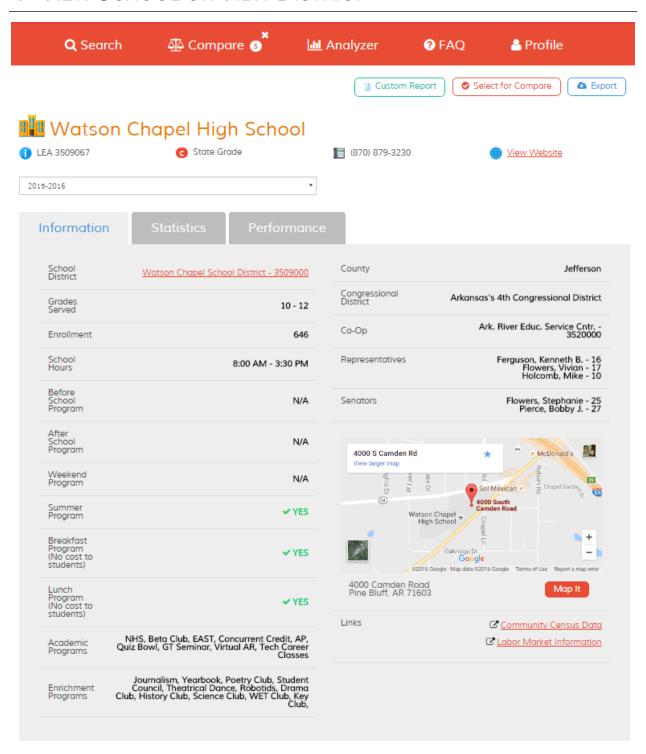
Click the "Select for Compare" button to add a school or district to the comparison selection basket. The number at the top of the screen next to "Compare" will increase to show that the school or district has been selected. A maximum of 5 schools and 5 districts can be selected at one time. If you attempt to select an additional school or district above this maximum, an error message will be displayed.

### 3.3.5 Generate Report

Click the "Generate Report" button at the bottom right of the screen to go to the Statewide Reports page to display data for the schools or districts found in the search.



# 4 VIEW SCHOOL OR VIEW DISTRICT





The school or district detail page shows detailed information about a selected school or district. Click the "Custom Report" button to build a report with data for just this school or district. Add this school to your comparison basket with "Select for Compare". Click "Export" to generate a PDF of this page.

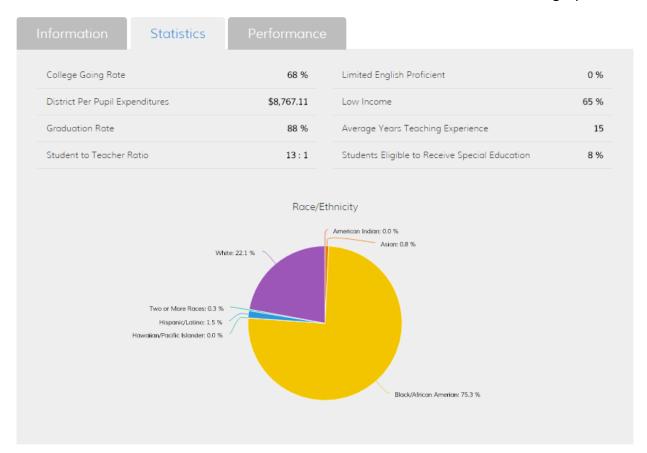
Choose a year from the dropdown near the top of the page to view this school or district's information for another school year.

## 4.1 Information Tab

The information tab shows displays information such as what grades are served by this school or district, how many students are enrolled, what types of programs this school offers, a map to the school or district, geographical data, and legislator data.

### 4.2 STATISTICS TAB

The statistics tab shows other statistics about this school or district and demographics.





# 4.3 Performance Tab

The performance tab shows the percent of students meeting standards by subject, ACT performance scores, and the state of Arkansas NAEP (National Assessment of Educational Progress) Results.





# 4.4 SCHOOLS TAB (DISTRICTS ONLY)

For districts only, the schools tab shows a list of schools in the selected district.

nformation	Statistics	Performai	nce Scho	ols	
Name		LEA	Grades Served	Enrollment	Letter Grade
Coleman Elementary	School	3509066	4 - 6	554	D
Edgewood Elementa	ry School	3509063	K - 1	345	O
L. L. Owen Elementar	ry School	3509064	2 - 3	417	O
Watson Chapel High	School	3509067	10 - 12	646	<b>6</b>
Watson Chapel Jr. Hi	gh School	3509068	7 - 9	643	0



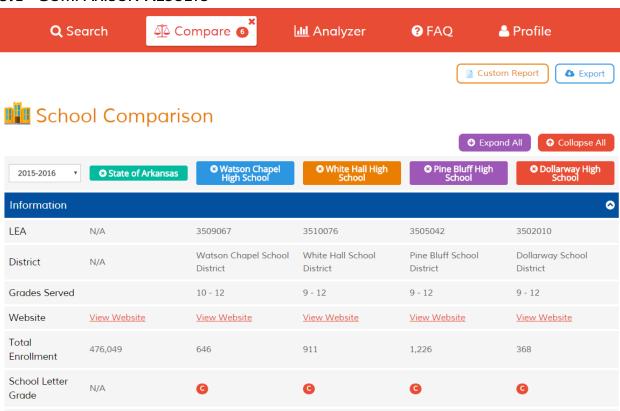
# 5 COMPARISON



The comparison page displays the contents of your comparison basket. From this page you can remove schools or districts from the comparison or go back to the search page and find more. Click "Compare" to proceed to the comparison results.



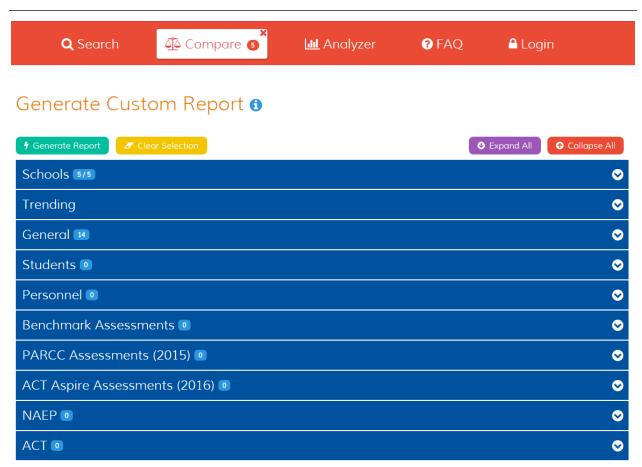
### **5.1 COMPARISON RESULTS**



At the top of the comparison results page, you can click "Custom Report" to define a new report with any of the available fields using the selected schools. The "Export" button saves the comparison to a PDF file. The school year dropdown on the top left of the table can be used to change the school year which is used to compare data. Scroll down to view several charts and graphs comparing the most common data for each school or district.



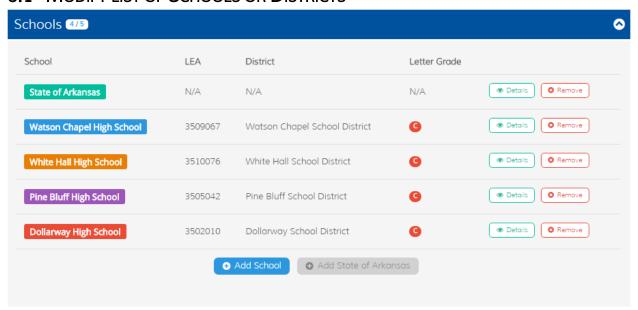
# 6 CUSTOM REPORT



The custom report tools allows you to build a report with only the data elements you would like to see. On the "Generate Custom Report" screen, first modify the list of schools or districts if necessary, choose the single year or year range to display on the report, and then choose one or more data elements which should be included on the report.



# 6.1 Modify List of Schools or Districts

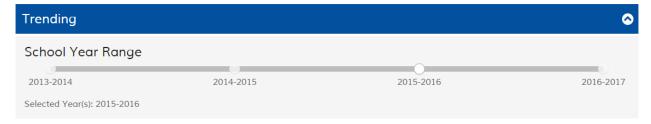


Click on "Remove" to remove a school or district from the custom report. You can also click "Remove" to remove the state of Arkansas from the report or click "Add State of Arkansas" to add it back after it has been removed. Clicking "Add School" (or "Add District") will return you to the main search page to find more schools or districts to add to the custom report. Make sure to click "Add to Compare" to put the new schools or districts found into the selection basket.

### 6.2 TRENDING

### 6.2.1 Single Year

Drag both ends of the slider to a single school year, such as "2015-2016", to view the custom report for that school year.



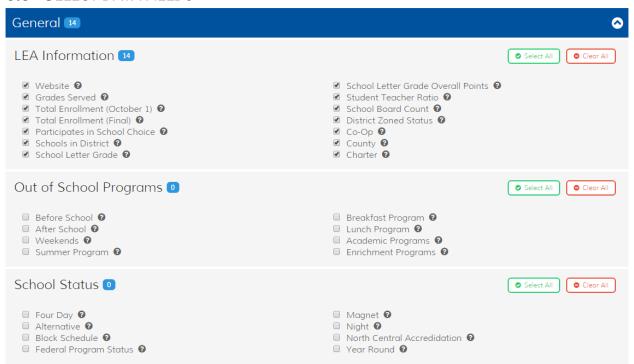
### 6.2.2 Multiple Years

Drag each end of the slider to a different school year, such as "2014-2015 through 2016-2017", to view the custom report for that range of school years.





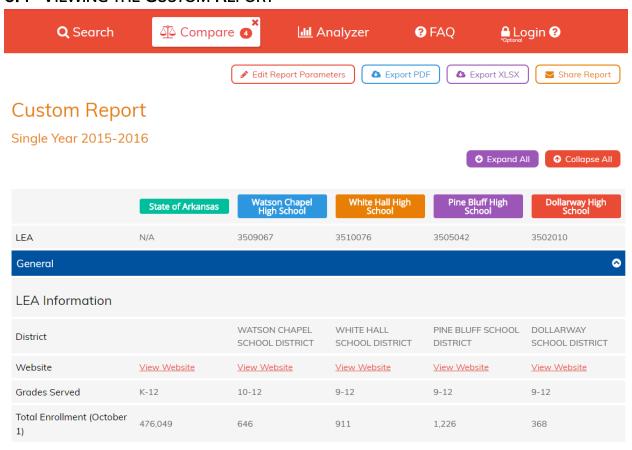
## 6.3 SELECT DATA FIELDS



Choose one or more data fields to add to the report by clicking the checkboxes next to the desired fields. Hover your mouse pointer over a question mark to view a description of that data field. Once you have selected the desired fields, click the "Generate Report" button at the bottom.



# 6.4 VIEWING THE CUSTOM REPORT



Click "Edit Report Parameters" to return to the "Generate Custom Report" screen. "Export PDF" will generate and save a PDF file. "Export XLSX" will generate and save an Excel spreadsheet with the data that was used to create the displayed charts and graphs.

### 6.5 SHARE REPORT

Users who are not logged into the system can share a report with another email address.

To share a report, click the "Share Report" button at the top of the custom report. A form will be displayed for you to enter a name for the report, your name, your e-mail address, the recipient e-mail address, and an optional short message for the recipient. Click the checkbox to prove to complete the security check and click "Share Report". An email with a link to the report will be sent to the recipient address.





Below is an example of the shared report e-mail.





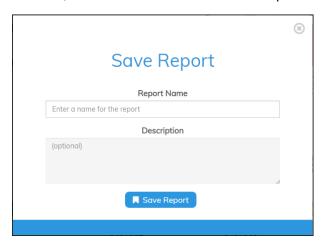
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### **6.6** SAVE REPORT

The report configuration can be saved to your account to make it easier to run the reports again later. To use this feature, you must be logged in. You can log in using ADE domain credentials or State Active Directory (SSO) credentials.

Click the "Save Report" button, then enter a name and description for the report.



Afterwards, click the "Profile" link at the top of the screen and then click "My Saved Reports".

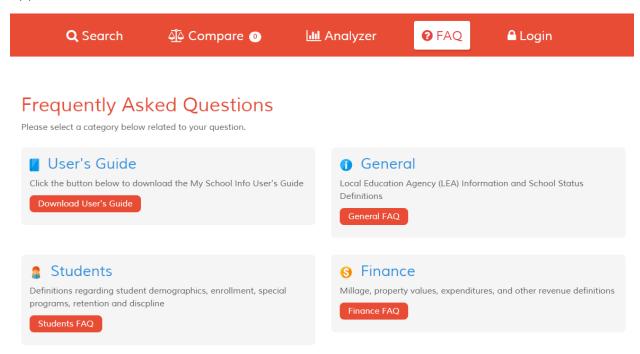


The My Saved Reports page will appear which allow you to view all reports you have saved. From this screen, you can load that saved report and optionally edit the report configuration before running the report again.



# 7 FAQ

The FAQ, or Frequently Asked Questions section, includes the most up-to-date version of the User's Guide as well as definitions of each of the data elements available in the application.

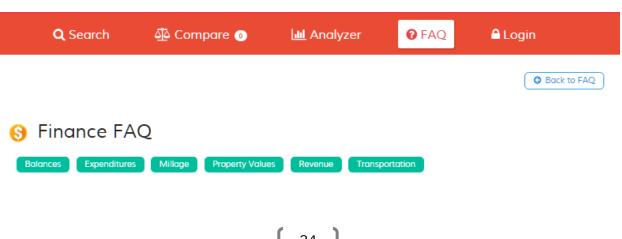


# 7.1 CHOOSE A SECTION

Choose a section by clicking the red button under the correct category.

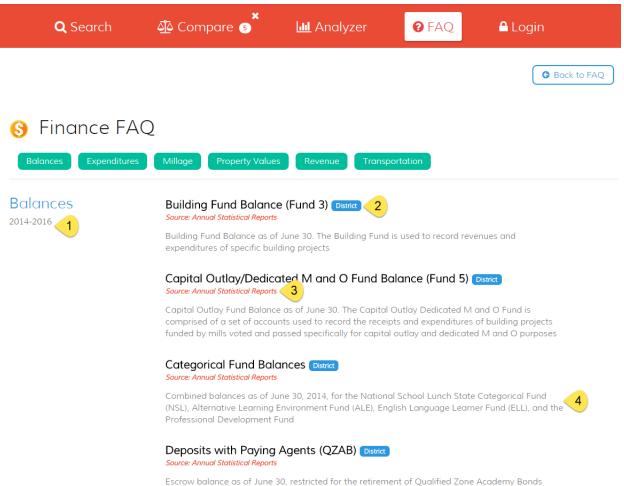
### 7.2 CHOOSE A SUBSECTION

Choose a subsection by clicking one of the teal buttons at the top, or you can scroll the page until you reach the section you are looking for.





# 7.3 YEARS AVAILABLE, SCOPE, SOURCE, DEFINITION

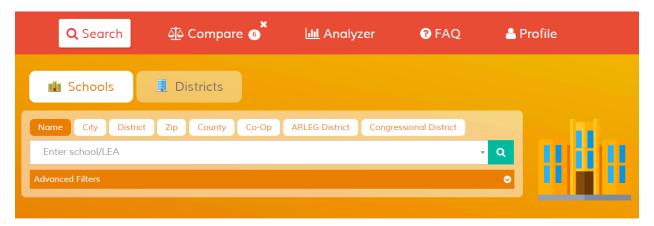


- 1. The years for which the chosen data element is available
- 2. What the data element applies to: schools, districts, or both
- 3. The source of the data
- 4. The definition of the chosen data element



# 8 STATEWIDE REPORTS

Statewide reports are accessed by clicking one of the two buttons on the bottom of the Search page. The Statewide reports allow you to select one or more data elements to be displayed for all schools or all districts.



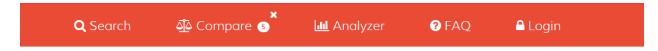


My School Info allows the public to search and compare public schools and districts from across the State of Arkansas.

The data presented on this website is periodically updated and reflective of information submitted by schools and districts to the Arkansas Department of Education.







# Generate Statewide Report 6



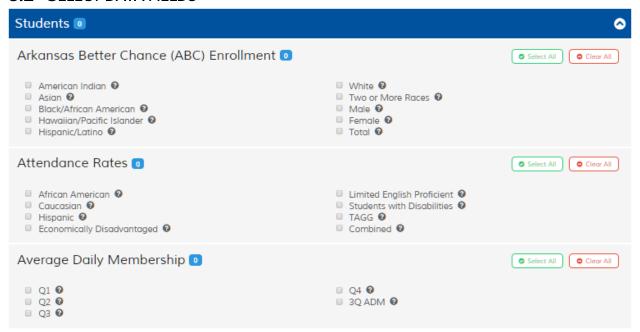
# 8.1 SCHOOL YEAR

First, choose the desired school year.





### 8.2 SELECT DATA FIELDS



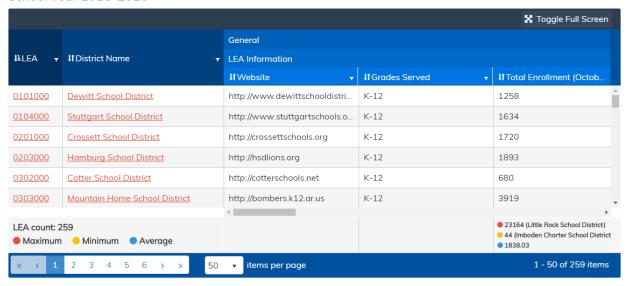
Second, expand the required sections and choose the data elements you wish to display. To view a description for a data element, hover over a question mark icon. For the schools statewide report, a maximum of 30 data elements may be selected. For the districts statewide report, a maximum of 60 data elements may be selected. After selecting the required data elements, click "Generate Report".





# Statewide Report

#### School Year 2015-2016



To move to a different page, click the number at the bottom for the desired page. To change how many schools or districts are visible on each page, change the value of the dropdown box next to "items per page". To view details for a school or district, click the name or LEA of the school or district.

# 8.3 SORTING / FILTERING

To sort the data by a specific column, click on the name of the column. The icon next to the column name will show you the column sorting status:

- III The column is not sorted
- Least to greatest)
- If the column is sorted in descending order (greatest to least)

# 8.4 MINIMUM / MAXIMUM / AVERAGE

If the data in a column is numeric, the minimum, maximum, and average values for that column will be displayed at the bottom below the data.





- 28.04 (Haas Hall Academy)
- 13.8 (Ark. School for the Deaf)
- 20.06

## 8.5 FULL SCREEN

To view the data in full screen mode, click "Toggle Full Screen". To return to normal viewing, click the button again.

### 8.6 EXPORT

At the top of the screen are buttons to export the data to PDF or to XLSX (Excel spreadsheet).

# 8.7 EDIT REPORT PARAMETERS

To change the school year or selected data elements, click "Edit Report Parameters" to return to the report setup screen.

# 8.8 SAVED / SHARED REPORTS

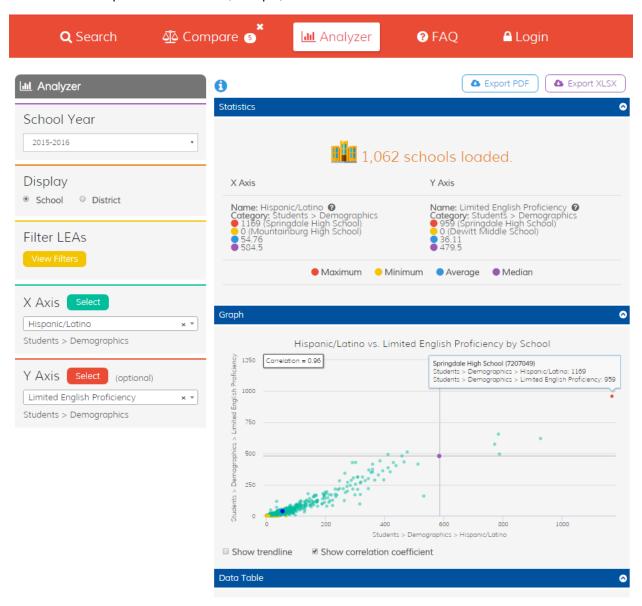
When logged in, you can save a statewide report to "My Reports" for further use by clicking "Save Report". When not logged in, you can share a report to an e-mail address by clicking "Share Report". See <u>6.5 Share Report</u> or <u>6.6 Save Report</u> for further details.



# 9 ANALYZER

The analyzer tool allows you to choose two different data elements and view them on the same chart to determine possible correlations.

The left side of the page contains the parameters for the tool. The right side of the page contains three panels: Statistics, Graph, and Data Table.



### 9.1 SCHOOL YEAR

First, choose the school year to analyze by using the dropdown box.



## 9.2 School or District selection

Second, choose the school data set or the districts data set.

### 9.3 FILTERS

Next, optionally choose one or more filters to narrow the list of schools or districts in the loaded data set.

### **9.4** X Axis

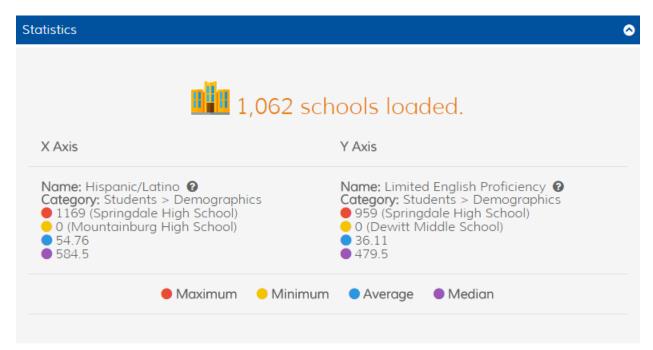
Choose the first data element to be represented on the graph. You can type the name of the element in the box, click the dropdown and search for it on the list, or click the "Select" button to browse for it in another window.

# 9.5 YAXIS

Choose the second data element to be represented on the graph. Follow the same steps you used to select the first data element.

### 9.6 STATISTICS

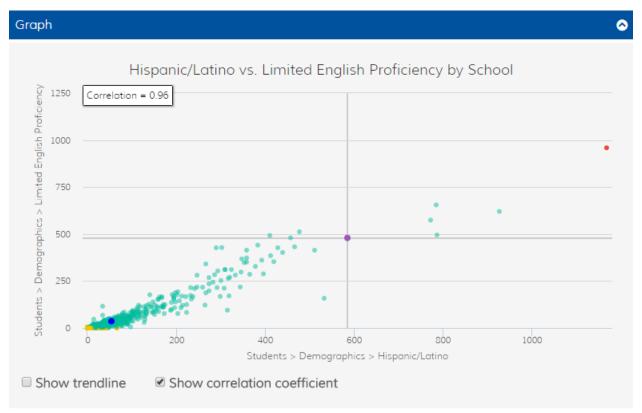
The statistics panel contains information about the data elements you have selected. It will display how many schools or districts were found using the current school year and filters. Each data element will display the maximum, minimum, average, and median values in the data set.





### 9.7 GRAPH

The graph will display a dot for each school or district in the data set at the location represented by the selected data elements. Hover your mouse pointer over a dot to display the name of the school or district and the corresponding values. The red dots denote a school or district with a maximum value; the yellow dots denote a school or district with a minimum value. The purple dot denotes the median value and the blue dot denotes the average value.



#### 9.7.1 Show Trendline

Click "Show trendline" to toggle the trendline on or off.

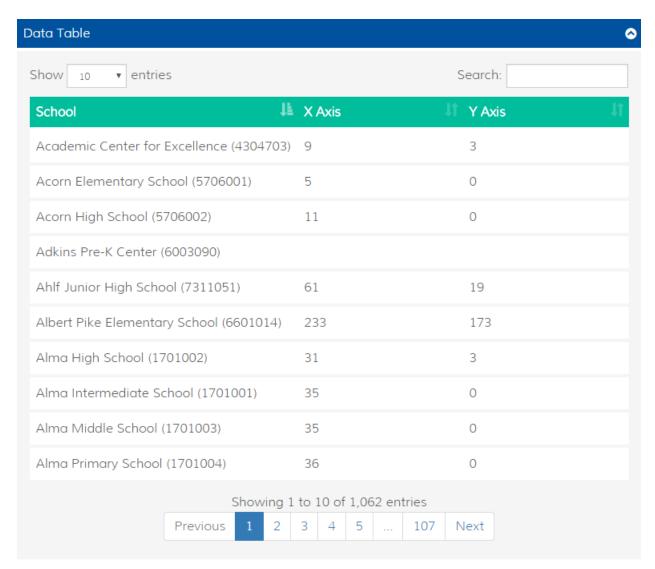
### 9.7.2 Show Correlation Coefficient

Click "Show correlation coefficient" to toggle the Pearson Correlation Coefficient display on the chart. To view more information about this correlation, see <u>this article</u>.

### 9.8 DATA TABLE

The data table panel displays the actual data for each school or district represented on the graph. To view more data than what is shown, use the "Next" button or page numbers at the bottom of the table.





### 9.9 EXPORT PDF

The "Export PDF" button will generate a PDF that contains the statistics, graph, and data table that is currently displayed.

## 9.10 EXPORT XLSX

The "Export XLSX" button will generate an Excel spreadsheet which contains two sheets. The first sheet will contain the graph and the second sheet will contain the data as displayed in the data table.



# 10 ARKANSAS STATE INFORMATION

The Arkansas State Information button is at the bottom of the main search page.





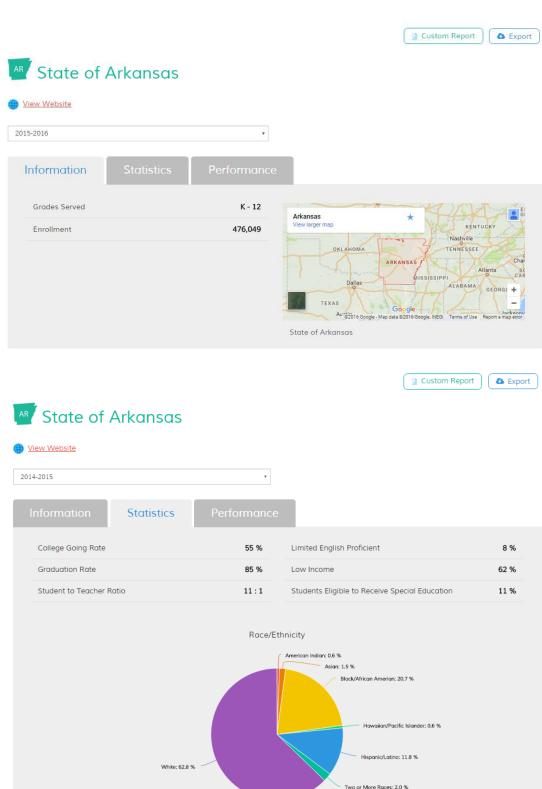
My School Info allows the public to search and compare public schools and districts from across the State of Arkansas.

The data presented on this website is periodically updated and reflective of information submitted by schools and districts to the Arkansas Department of Education.



The information displayed on the Arkansas State Information page is similar to the information shown on a school or district detail page.







# 11 FEEDBACK / COMMENTS

At the bottom right of every page there is a feedback button if you wish to leave comments or suggestions. Please let us know what you think! Please provide your full name and email address if you would like a response.





